

# ALBIAN VILLAGE RULES

**HERE AT ALBIAN VILLAGE WE STRIVE TO MAKE IT A PLACE WHERE ALL EMPLOYEES AND CONTRACTORS FEEL WELCOME TO STAY, DINE, AND REST. OUR GOAL IS FOR YOU TO HAVE A PRODUCTIVE PLACE TO STAY AND WORK.**

**These rules are in place to ensure the safety and security of all patrons of Alban Village. At Alban Village compliance is a deeply held value; it is essential Alban Village Rules are complied with to ensure the safety of our patrons.**

1. All potential or actual incidents during your stay must be reported. This includes but is not limited to personnel injury, asset damage or suspicious activities. Please report incidents to the front desk or to your supervisor immediately.
2. Possession, distribution, and use of any illegal substance(s) is strictly forbidden and all incidents may be reported to the RCMP. This includes but is not limited to any illicit substance(s), mood altering drug(s), drug related paraphernalia, non-prescriptive steroids or masking systems.
3. While residing in Alban Village, your room may be subjected to inspection without notice by our canine unit and/or Security Team.
4. Smoking (including E-Cigarettes) is only permitted in the designated outdoor smoking areas. Smoking in non-designated areas (rooms) is strictly prohibited and considered an LSR violation.
5. Unauthorized use of/or tampering with lifesaving equipment (smoke detectors, fire prevention, AED etc.) or utility (electrical, heating, etc.) systems is strictly prohibited and considered an LSR violation.
6. Unruly conduct, abusive behaviour, fighting, and violence will result in immediate disciplinary action. The RCMP will be contacted if deemed necessary.
7. ALL guests must respond to all alarms and evacuate in the event of an alarm, Guest must follow the direction of security/emergency response personnel.
8. Non-residents and unauthorized persons/guests are not allowed to enter the dorm areas of the Village at any time. ID Cards must be produced upon request by security.
9. Possession of firearms, ammunition, hunting knives, explosives, or any other type of weapon(s) is strictly forbidden.
10. Alcoholic beverages may be consumed in the Village Lounge. Alcohol is not permitted anywhere else on the premises. No one under the influence of alcohol is allowed either in the dry lounge, dining room or recreation facilities. Where intoxication or impairment is suspected, Security will withhold your ID card until your company can verify that you are fit for work.
11. Quiet time is after 10:00 AM/PM for night/day shift. Excessive noise will not be tolerated.
12. Men may not enter wing(s) designated "for women only" except for authorized housekeeping, security, ESS HSE or maintenance personnel. Female residents may not invite males into designated "for women only" dorms.
13. Wilful damage (including use of stickers on camp property), vandalism, theft, alterations/modifications to rooms or facilities at the Village will result in disciplinary action.
14. Storage of flammable materials is prohibited. You are not permitted to burn incense, use candles (or have open flames) or use mosquito coils. Using flammable solvent to clean clothing is prohibited.
15. The use of microwave ovens, toaster ovens, coffee makers, kettles or any other piece of equipment intended to cook, heat or reheat food and beverages is prohibited in village dorm rooms.
16. Animals and pets are not permitted in Alban Village except for certified service Animals.
17. Parking within the Village is restricted to designated areas and only to company vehicles. Parking in or blocking roadways, emergency access roads or equipment or service routes or between dorms will result in your vehicle being ticketed, wheel immobilizer installed and/or towed.

**Expected Albion Village Conduct and Decorum:**

- 18. Residents will be expected to adhere to Albion Village Code of Conduct and the 3 Albion Village Golden Rules.
- 19. The use of handrails is required at all times, when ascending and descending the stairs. Please use the elevators to transport luggage and heavier articles when necessary.
- 20. Residents are responsible for their own belongings, proper storage of the items in their room and for the condition of their rooms outside the damages beyond normal wear and tear.
- 21. Wearing of dirty work clothing, work boots or dirty footwear of any kind is prohibited/not allowed in the village. Such clothing is to be removed in designated areas. Traction aides must be removed before entering the Village. Boot covers are required during periods of wet and muddy weather.
- 22. Each Resident will be provided one Meal Access Card which entitles the resident to use the meal areas 3 times per day. Non-refundable replacement cards may be purchased for \$25.00. No refunds for found cards. Providing the meal card to a non-resident is prohibited.
- 23. Lockers in common areas are for temporary use. Lockers may not be used as storage. ESS is not responsible for lost or stolen items. Lockers will be cleaned out on an annual basis at which time locks will be removed all contents will be stored for 90 days, if not collected they will be disposed of.
- 24. Disposal of all sharps must be done using a proper sharps container.
- 25. Residents may only hold their rooms if they are on an eligible 4 and 3 rotation.
  - NO Exceptions unless approved by Real Estate.
- 26. Maple Dorm is a year-round boot free facility; all persons entering the Maple Dorm must remove outdoor footwear.

**Albion Sands Management reserves the right to change these rules as and when required. ESS is not responsible for lost, stolen or damaged items.**

**PLEASE NOTE: Violations of the above rules will be promptly investigated, reviewed with the appropriate Management and Security representatives and may result in disciplinary measures. These measures may include: written warnings, temporary and permanent suspension of The Village and/or Albion Site privileges. Please be aware that violations/suspension(s) of Village rules may result in Company, Village or Security representative inspecting your room, collecting and packing personal belongings in the room for transport.**

I  acknowledge and agree to abide by all Albion Village rules above.  
**Print Name**

<b>Signature:</b>	<b>Date:</b>
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## ACKNOWLEDGMENT, INDEMNITY AND RELEASE OF LIABILITY

### WARNING: THIS DOCUMENT AFFECTS LEGAL RIGHTS, INCLUDING YOUR RIGHT TO SUE, AND CREATES LEGAL RESPONSIBILITIES. PLEASE READ CAREFULLY.

\_\_\_\_\_ [Print Full Name] acknowledge that my participation in the exercise and recreation programs offered at Albian Village (the "Centre"), including the equipment located at the Centre, have been designed to provide the benefits of exercise without compromising the health or safety of the participants who join and that;

- (a) I am participating in the Programs and using the Centre, and its equipment, voluntarily and on my own time (even if during normal business hours and on the Village premises) and freely accept the risks, as outlined in paragraph 2 below, of participating in the Programs and using the Centre;
- (b) My participation in the Programs and use of the Centre is not covered by workers' compensation legislation;
- (c) Centre personnel and other supervisory personnel will be in attendance at Centre premises only during the hours posted in the Centre, from time to time; and
- (d) My participation in, and use of, any Programs or equipment of the Centre is entirely at my own risk, whether or not any such use or participation is during hours when no Centre or other supervisory personnel are in attendance at or on the Centre premises.

I further acknowledge that my use of the Programs and Centre involve potential dangers, risks and hazards that include, but are not limited to:

- (a) Personal injury and death;
- (b) Property damage;
- (c) Change in, or exacerbation of, an existing physical or mental condition; and
- (d) Generally, the risks and perils that are inherent in any exercise activity.

In consideration of Albian Village and its contracted facility management companies (the "Management Company") allowing me to use the Centre, including the equipment located therein, and to participate in the Programs:

I will indemnify and hold Albian Village and the Management Company and their respective subsidiaries, directors, officers, employees, servants, agents, and contractors (collectively the "Indemnified Parties"), harmless from and against all loss, damage or liability of any kind whatsoever for injury to or death of persons, for damage to or loss or destruction of property, whether that of the Indemnified Parties or third parties, arising in any way out of or in connection with my participation at any time in any of the Programs, any future use by me of any part or all of the content of such Programs, or any use by me at any time of the Centre including the equipment located therein, except to the extent that such loss, damage or liability are contributed to by the gross negligence, or willful misconduct of the Indemnified Parties; and

I specifically release the Indemnified Parties from any and all liability for damages, howsoever caused, claims, demands and actions with respect to bodily injury, change in physical, medical or other condition, property damage, or of any other kind whatsoever, which I ever had, now have or may have against the Indemnified Parties arising out of or in any other way related to my participation at any time in any of the Programs, any future use by me of any part or all of the content of such Programs, or any use by me at any time of the Centre including the equipment located therein except to the extent that such damages, claims, demands and actions are contributed to by the gross negligence, or willful misconduct of the Indemnified Parties.

I have executed this Acknowledgment, Indemnity and Release of Liability this \_\_\_\_\_<sup>DD</sup> day of \_\_\_\_\_<sup>MMM</sup>, 20\_\_\_\_<sup>YY</sup>, knowing that I have, or have had the opportunity, to seek independent legal advice, before doing so.

\_\_\_\_\_  
**Signature of Participant**